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## 3 FAM 3860

### LACTATION POLICY

#### Changes

1. This Change Transmittal issues the following revision to subchapter 3 FAM 3860:
  - **3 FAM 3861.5, General Provisions:** Spaces within Department buildings and campuses that are designated to be lactation rooms must be consistent with the Office of Personnel Management (OPM) guidelines and have the following general characteristics: **Rooms:** One nursing room in each Department-occupied building or one nursing room per campus is to be provided. The Office of Employee Relations (HR/ER) is responsible for coordinating the Department's efforts and will maintain a building-by-building or campus listing of designated lactation rooms. **Proximity:** The designated lactation room should be clearly marked, centrally located, if possible, and reasonably convenient to nursing mothers throughout the building or on campus.
2. If this issuance changed less than half the words, we formatted the changed text in *dark magenta italic*. If this issuance is new or a revision where more than half the words have changed, we did not use *dark magenta italic*. The CT line in each section shows when that section last changed.
3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).
4. The office responsible for the material in this subchapter is the Office of Employee Relations Work Life Division (HR/ER/WLD). Please direct questions concerning content, substance, and interpretation to this office. Administrative questions on the Foreign Affairs Manual or

Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

## **Filing Instructions for Paper Copies**

1. Remove and discard old subchapter 3 FAM 3860 (CT:PER-676; 05-04-2012) and insert new subchapter 3 FAM 3860 (CT:PER-689; 01-25-2013).
2. After inserting the material in the binder, insert this Change Transmittal immediately following the CT Checklist, then fill in the entry line for CT:PER-689, and initial.

## **Distribution Notice**

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.